

**COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN

**WILLAMALANE
PARK AND RECREATION
DISTRICT**

AND

AFSCME LOCAL 3512

Effective JULY 1, 2014, through JUNE 30, 2017

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PREAMBLE

This Agreement is entered into between Willamalane Park and Recreation District, hereinafter referred to as the "District," and AFSCME Council 75, Local 3512, hereinafter referred to as the "Union" as provided by ORS 243.650 through 243.782.

ARTICLE 1 — RECOGNITION

1.1 DEFINITION

The District recognizes the Union as the sole and exclusive collective bargaining representative of all employees covered by this contract for the purpose of collective bargaining as provided by ORS 243.650 through 243.782.

For the purpose of this agreement, employees who are employed in a single classification and normally work 40 hours a week shall be considered "full-time." All other employees covered by this agreement shall be considered "part-time."

The bargaining unit covered by this contract consists of all employees of the District who regularly work 20 hours or more per week in a single job classification, exclusive of seasonal or temporary employees¹ who work 120 days or less per year, supervisory or confidential employees as defined by ORS 243.650. Employees who regularly work for an average of at least 20 hours per week over 120 days in a single job classification are considered in the bargaining unit. Health insurance eligibility will be considered from the time the employee started working 20 hours or more per week. Effective July 1, 2012, employees of the District who regularly work 25 hours or more per week, exclusive of seasonal or temporary employees who work 180 days or less per year, supervisory or confidential employees as defined by ORS 243.650, and hours worked by employees at a District aquatics facility. Employees who regularly work for an average of at least 25 hours per week over 180 days are considered in the bargaining unit.² Health insurance eligibility will be considered from the time the employee started working 25 hours or more per week.

Seasonal Classification: Employees who work less than 180 days per year are defined as seasonal.

1.2 NOTIFICATION

Written notification shall be provided the Union President and business representative when the District proposes to eliminate, reduce, or displace work historically performed by bargaining unit employees.

The District will notify the Union if the District is proposing to replace full-time or part-time year-round employees with seasonal employees, as defined above, and/or volunteers. The Union will notify the District within ten (10) workdays if the Union desires to discuss the issue with the District. The District will discuss and consider the Union's concerns. In the event the District proposes to lay off full-time employee(s) and replace with seasonal employee(s), the District will negotiate with the Union (except in the case of extremely reduced funding levels).

1.3 HIRE FOR MILITARY LEAVE

Definition – A limited duration employee is hired for the purpose of replacing a regular full-time or part-time employee for a time period of six (6) months to two (2) years when the regular employee is required by

¹ It was understood in negotiations that seasonal or temporary employees would not be utilized to fill budgeted bargaining unit positions and school-year bargaining unit positions except when necessary in the event of a leave.

² It was the intent during bargaining that the District will not change or reduce schedules to circumvent the 25 hour minimum unless programmatic or operational need necessitates the change.

law (e.g. military deployment) to be absent from the work place.

- a. An employee hired in a limited duration position will be a member of the bargaining unit and covered by all provisions of this Agreement except as specified below:
 - Article 10 -Retirement
 - Article 17 -Probationary Period
 - Article 19 -Seniority.
- b. In addition, the following provisions of this Agreement will be modified as indicated:
 - i. Article 15, Hours of Work and Overtime - Overtime will be restricted to paid compensation only.
 - ii. Article 8, Health and Welfare - Health, dental, and vision insurance will be provided for the military leave hire employee on the District's Health Plan. Employees may purchase family or spouse coverage at an additional cost.
- c. In the event a limited duration employee is hired into a regular bargaining unit position, without a break of ninety (90) days of service, and successfully completes her or his probationary period, the employee will be granted seniority back to the date of hire in the limited duration position.

ARTICLE 2 — MANAGEMENT RIGHTS

Except as otherwise specifically limited by the terms of this agreement, the District retains all of the customary, usual and exclusive rights, decision making, prerogatives, functions and authority connected with, or in any way incident to, its responsibility to manage the affairs of the District or any part of it. Without limitation, but by way of illustration, the exclusive prerogatives, functions and rights of the District shall include the following:

To direct and supervise all operations, functions and policies of the divisions in which the employees in the bargaining unit are employed;

- A) To manage and direct the work force, including, but not limited to, the right to determine the methods, processes, and manner of performing work; the right to hire, promote, and retain employees; the right to determine schedules of work and the right to purchase, dispose of and assign equipment and supplies;
- B) To determine the need for a reduction or an increase in the work force;
- C) To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials, and equipment;
- D) To implement new and to revise or discard, wholly or in part, old methods, procedures, materials, equipment, facilities, and standards.

Utilization of any management rights not specifically limited by this agreement shall be at the District's discretion and not subject to negotiation or the grievance procedure.

ARTICLE 3 — UNION RIGHTS

3.1 CHECKOFF

The District agrees to deduct the uniformly required Union membership dues and other authorized dues or assessments once each month from the pay of those employees who have authorized such deductions in writing.

3.2 FAIR SHARE

The District, upon notification from the Union, will deduct the uniformly required Union fees for non-members represented by the Union. Such uniformly required fees shall be determined by the Union in accordance with statutory and constitutional requirements. It is further agreed that should an employee who is a non-member object to fair share payments required by this section and consequently files legal action against the Union or the District because of such payments, the District will not be obligated to collect such fair share payments from the employee until such time as the legal action is resolved.

The amounts deducted shall be transmitted monthly to the Union accompanied with a complete list of all employees including new, terminated, and fair share. Such listing shall contain the names, addresses, and social security numbers.

3.3 RELIGIOUS OBJECTION

Any individual employee who objects to a payment-in-lieu of dues on bona fide religious tenets, or teachings of a church or religious body, of which such employee is a member, will inform the District and the Union of the objection. The employee will meet with representatives of the Union and establish a mutually satisfactory arrangement for distribution of a contribution of an amount of money equal to regular or fair share Union membership dues, as appropriate, to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. The employee shall furnish written proof to the Union that payment has been made as appropriate.

3.4 HOLD HARMLESS

The Union will indemnify, defend and hold the District harmless against any claims made and against any suit instituted against the District as a result of any action taken pursuant to the provisions of this article. The Union and the District each agree to reimburse any money paid or not paid in error within 30 days of notification of such error.

ARTICLE 4 — UNION BUSINESS

4.1 REPRESENTATIVES

The Union will notify the District, in writing, of the names of its Local and Council representatives.

4.2 VISITS

Union representatives other than Local representatives, upon notification to the Division Director or a designee, may visit with employees during breaks or meal periods. Local representatives are not required to provide notification. Visits outside of those allowed for above may be granted only with the expressed approval of the Division Director or a designee.

4.3 UNION BUSINESS

The internal business of the Union shall only be conducted outside normal working hours except with the permission of the Division Director or a designee.

4.4 BULLETIN BOARDS

Bulletin board space shall be provided the Union for the posting of meeting notices and other information of interest to its members. In the event the District believes the posted materials are derogatory or inflammatory in nature, the District will request removal of said materials by a Union representative and, if the representative disagrees, the District may remove the material with the knowledge that such removal may be subject to the grievance procedure herein.

Three (3) Local representatives shall be permitted to attend negotiating meetings with the District, relative to securing contract renewal, without loss of pay. The date, time, and place for negotiating sessions shall be established by mutual agreement between the parties.

4.5 NEGOTIATIONS

Three (3) Local representatives shall be permitted to attend negotiating meetings with the District, relative to securing contract renewal, without loss of pay. The date, time, and place for negotiating sessions shall be established by mutual agreement between the parties. The Local and the District will notify each other by February 15 in any year that negotiations occur of the representatives to bargain the contract.

4.6 ORIENTATION

A designated Union representative shall be allowed up to fifteen minutes when necessary at the monthly Kids Club staff meeting or the quarterly Districtwide orientation to meet with new union employees.

4.7 REPRESENTATION

Designated Union representatives shall be allowed reasonable time off without loss of pay during their normal working hours for the purpose of meeting with the District for negotiations, grievances, labor/management committees, investigatory/disciplinary meetings, Benefits Committee, and other similar purposes.

The following conditions will be applicable:

- Employee and designated union representation will be allowed thirty (30) minutes preparation time for the above.
- No overtime will be incurred.
- Part-time employees will be paid their regular rate of pay to attend the above meetings; however no overtime will be incurred.
- Notification/approval of designated union representative's supervisor will be given.

4.8 USE OF DISTRICT E-MAIL

The Union may use the District e-mail system to provide meeting notices to the bargaining unit members who work in the District, normally on a monthly basis. No other use of the district's computer systems is implied or permitted by this Memorandum.

The notices shall be done in a respectful and factual manner subject to the same conditions expressed for bulletin boards in Article 4.4 of the contract.

The Union shall include the District Human Resources Department on the mailing list.

The District shall provide the Union with the electronic bargaining unit grouping.

Should any problem result from this agreement, the Parties agree to meet and discuss the matter; however, the District reserves the right to take action as needed to ensure appropriate use of its computer systems.

4.9 LABOR/MANAGEMENT COMMITTEE

A committee comprised of union and management leadership will be formed to discuss topics on a monthly basis. Union and management will each appoint three (3) employees to attend. This is not a forum for resolving formal grievances.

ARTICLE 5 — HOURS OF WORK AND OVERTIME

5.1 WORKWEEK

The workweek shall begin on Sunday and end on Saturday, and the normal work schedule for full-time employees shall consist of forty (40) hours in a seven (7) day workweek.

5.2 WORKDAY

Full-time employees shall normally work five (5) consecutive eight (8) hour days followed by two (2) consecutive days off or four (4) consecutive ten (10) hour days followed by three (3) consecutive days off.

5.3 REST AND MEAL PERIODS

All employees working more than six (6) consecutive hours in any workday shall receive at least a one-half (1/2) hour unpaid lunch break and a fifteen (15) minute paid break during each four (4) consecutive hour work period. Part-time employees working at least four (4) hours in a workday shall receive a fifteen (15) minute paid break.

5.4 OVERTIME

Overtime shall be paid as follows:

- A) Any hours worked in excess of forty (40) hours per week.

Overtime shall be compensated at the rate of time and one-half (1-1/2) the employee's regular rate of pay. Sick, vacation and holidays will be counted toward the forty (40) hours per week for overtime purposes.

The District agrees to offer overtime opportunities as equitably as possible in each division.

5.5 FORM OF COMPENSATION

Full-time employees will be compensated for overtime in the form of compensatory time off or pay, to a maximum accumulation of forty (40) hours. At the discretion of the supervisor and upon request from the employee, overtime may be paid. The request for overtime pay must be made in advance of overtime worked. The District will give due consideration to any request for overtime pay. Employees must use any accumulated compensatory time off prior to using vacation time except when use of compensatory time results in the loss of vacation time. Compensatory time off shall be scheduled by mutual agreement between the supervisor and the employee.

At the discretion of the District, employees will be allowed to carry over a maximum of 20 hours at the end of a calendar year. Employees shall be paid for compensatory time accumulated in excess of 40 hours during the year or in excess of 20 hours at the end of a calendar year at their current rate. For the purpose of the contract, the end of the calendar year is defined as the end of the reporting period in January.

Accrued compensatory time will be paid at the employee's current rate upon separation from the District.

5.6 NO PYRAMIDING

Compensation shall not be received twice for the same hours.

5.7 EXTRA HOURS

The District shall offer part-time employees available extra hours on a voluntary basis. The District shall also provide notice of special event hours in the employee pay envelope.

ARTICLE 6 — MILEAGE AND PER DIEM

The following rates shall be paid to employees who are required to use their personal vehicle for District business, to participate in field trips or training, and are unable to return to their normal place of work during their regularly scheduled meal periods and when out of town on District business.

Mileage: Established rate prescribed by the Internal Revenue Service.

Meals: Actual cost. Employees are encouraged to be prudent, reasonable and cost effective.

Lodging: Actual cost

An employee may request an expense advance when such costs are known.

ARTICLE 7 — COMPENSATION

7.1 WAGES

Employees shall be compensated in accordance with the current wage/salary schedule (see Appendix A).

Effective July 1, 2014, July 1, 2015, and July 1, 2016 the ranges of the salary schedule shall be increased to the salary/wage schedule located in Appendix A. July 1, 2014, wages will be increased by 2.5%. On July 1, 2015 and July 1, 2016, all employees shall receive an increase in salary equal to the prior calendar year average (published in March) of the Portland CPI-U not less than 1.5% and not to exceed 4%.

7.2 MOVEMENT ON THE SCHEDULE

Employees will be eligible for a three percent (3%) merit increase upon successful completion of their probationary period. This section is applicable to new and promoted employees.

Employees will be eligible for a two percent (2%) merit increase upon a successful evaluation rating or a three percent (3%) merit increase upon a exceeds expectations rating, on their annual review date.

Employees shall be given 90 days written notice of potential withholding of a step increase. Such notice shall include a statement of the deficiencies and the corrective action required. This provision shall not preclude the District from giving shorter notice if performance becomes deficient within the 90-day period.

7.3 BONUS

Employees at the top of their salary range will receive one (1%) of their annual salary in the form of a bonus payment on their annual review date for a commendable or better performance evaluation rating.

7.4 EVALUATION APPEAL

Evaluations may be appealed in writing to the Division Director or in the Office of the Superintendent, the Superintendent, within ten (10) workdays of receipt of the evaluation. The Human Resources Manager and Division Director shall meet with the employee and make a determination in writing within twenty (20) workdays. The determination shall be final and binding.

7.5 PROMOTION PLACEMENT

Promoted employees shall be placed in their new range at least five percent (5%) above their old rate of pay. An employee who competes for a new position will need to complete a probationary period in the new position.

Employees who receive reclassification or progressive advancement shall be placed in their new range at least five percent (5%) above their old rate of pay. However, the employee's performance evaluation date will remain the same.

7.6 PAYDAY

The District reserves the right to change paydays so long as the Union is notified of the change and given an opportunity to bargain the impact of the change.

7.7 DEFERRED COMPENSATION

The District shall continue to allow interested employees to participate in a deferred compensation program.

7.8 SPECIAL EVENT PAY

Employees will receive their bargaining unit wage when working special events.

ARTICLE 8 — HEALTH AND WELFARE

8.1 HEALTH AND DENTAL INSURANCE

Except as may be modified as provided herein (see Section 8.4), during the specific term of this Agreement, the District will pay the full cost of the employee-only portion of the health insurance for all employees. Effective March 1, 2009, the District will pay 80% of the dependent portion of medical insurance for full-time employees. The District and the Union agree to form an insurance benefit committee to research and recommend to the Board and the Union membership any changes to the insurance plan to reduce and/or control insurance costs. The committee will be comprised of equal members of management and union and will strive to represent all departments of the district. The Union Representative will be a member of the committee.

Effective January 1, 2015, an employee who has health insurance coverage in addition to the coverage provided by the District may voluntarily opt out of individual coverage provided by the district. If an employee chooses to exercise this option, the District will compensate the employee with \$200 in taxable wages for each month the employees exercises this option. If the employee loses the additional coverage, the compensation will end the when insurance is reinstated. The employee may reinstate District insurance coverage immediately if a qualifying event occurs or if not a qualifying event, during annual open enrollment.

Except as may be modified as provided herein (see Section 8.4), during the specific term of this Agreement, the district will pay 100 percent of the employee-only dental insurance premium. All employees may acquire dependent coverage for dental insurance by paying the full cost of the remaining premium.

8.2 LIFE AND LONG-TERM DISABILITY INSURANCE

The District will continue to provide life and long-term disability insurance benefits to full-time employees at the level in effect on the signing date of this contract. Less than full-time employees who were receiving these benefits prior to this agreement shall continue to receive them so long as their employment status remains the same.

8.3 ELIGIBILITY

All employees shall be eligible for the above benefits after they have successfully completed their probationary period and upon acceptance of written application by the insurance carriers on the first day of the month following the month in which the employee successfully completed the probationary period. The District's obligation toward premium payments as provided herein shall cease on the first day of the month following the month in which there was a termination in employment.

8.4 CONTRACT REOPENER

The parties hereby agree that, should health insurance premiums increase by greater than fifteen percent (15%) during each plan year, the District's contribution toward the cost of dependent insurance premiums as provided herein may be modified through an annual contract reopener. If either party wishes to initiate such negotiations, said party shall provide notice to the other no later than January 1 of each year during the term of this labor agreement. Such notice and any subsequent negotiations that may result shall be considered governed by ORS 243.650.

ARTICLE 9 — VACATION

9.1 ACCRUAL

Full-time employees shall be eligible for paid vacation upon completion of their probationary period. Vacation benefits shall accrue from date of hire of full-time employees as follows:

0–5 years (0-60 months)	10 days	(6.7 hours per month)
5–10 years (61-120 months)	15 days	(10 hours per month)
10+ years (121+ months)	20 days	(13.4 hours per month)

Year-round part-time employees shall be eligible for paid vacation upon completion of their probationary period. Years of service will be based on date of hire in the bargaining unit for the purpose of determining accrual rate. Vacation benefits shall accrue for all hours worked as follows:

0–5 years (0-60 months)	7 days, prorated	(0.026923 hours per hour worked)
5-10 years (61-120 months)	12 days, prorated	(0.0461538 hours per hour worked)
10+ years (121+ months)	15 days, prorated	(0.057692 hours per hour worked)

Employees will accrue vacation hours on a monthly basis.

Part-time employees who have accrued vacation as a matter of past practice shall continue such accrual for the life of this agreement.

9.2 MAXIMUM ACCRUAL

Employees may not accrue more than twice their annual accrual rate as specified above. In the event employees reach their maximum accrual rate as a result of the District canceling a scheduled vacation, the employees may exceed their maximum accrual until such time as their vacation can be rescheduled. Employees near maximum accrual shall be given every opportunity to take time off to avoid any loss.

9.3 SCHEDULING

Vacations will be granted or denied, subject to reasonable operating requirements, within five (5) working days of the time received by the supervisor. Employees will make all vacation requests in writing. The supervisor will return the approval or denial of the vacation request to the employee in writing within five (5) working days. If approval or denial of the vacation is not received within the five (5) working days, the request will be considered approved. If two (2) or more employees request the same vacation leave and the District is compelled by operational requirements to limit the number of employees off at the same time, the employee with the most seniority within the job classification within the employee's division shall be given preference of choice for vacation periods. This seniority right shall be exercised only once per fiscal year.

Vacations requests shall not be unreasonably denied.

ARTICLE 10 — RETIREMENT

The District will provide retirement benefits to full-time employees who have successfully passed their probationary period. The District will contribute ten percent (10%) of wages; of the ten percent (10%), four percent (4%) will be vested immediately and six percent (6%) will be vested over a period of five years in the plan. It is understood that less than full-time employees receiving retirement benefits prior to the signing of the original agreement shall continue to receive those benefits.

Effective January 1, 2009, the District will provide retirement benefits to part-time employees having continuous service in the bargaining unit with the District for five years. The District will contribute five percent (5%) of eligible bargaining unit wages; of the five percent (5%), two percent (2%) will be vested immediately and three percent (3%) will be vested over a period of five years. Effective July 1, 2014, the District will contribute five percent (5%) of eligible bargaining unit wages for part-time employees who have worked 6,240 hours in a bargaining unit position; of the five percent (5%), two percent (2%) will be vested immediately and three percent (3%) will be vested over a period of five years in the plan. For employees who have worked 10,400 hours in a bargaining unit position, the District will contribute ten percent (10%); of the ten percent (10%), four percent (4%) will be vested immediately and six percent (6%) will be vested over a period of five years in the plan from the original participation date. For full details of the retirement plan, see summary plan description.

ARTICLE 11 — HOLIDAYS

11.1 DESIGNATED HOLIDAYS

The following holidays will be recognized and observed by the date established by state statute and so recognized and approved by the District:

- New Year's Day
- Martin Luther King Jr. Holiday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Any other day declared to be a holiday by the Board

In addition, full-time (excluding seasonal) employees will be given the option of taking one (1) floating day, subject to operating requirements of the District. This floating day must be used in the calendar year given.

11.2 HOLIDAY PAY

Full-time employees shall receive one day off for each of the holidays listed above. Part-time employees shall receive a prorated day off based on the FTE the employee is assigned. For example: if an employee has a 0.75 FTE (30 hours/week), the employee will receive six (6) hours of holiday pay. Should an employee be on authorized paid leave when a holiday occurs, such holiday shall not be charged against such leave and the employee will be scheduled for another day off. Employees who are on short-term layoff during a holiday as defined in Article 19.7 will be paid for the holiday.

Whenever an employee does not work a holiday but is compensated for that day, the day shall be considered a workday for the purpose of computing overtime.

11.3 HOLIDAY WORK

Any employee required to work on any of the above listed holidays shall be compensated one and one-half (1-1/2) times their regular salary rate for all hours worked, but in no event shall the District be required to pay twice for the same hours.

ARTICLE 12 — SICK LEAVE

12.1 ACCRUAL

Full-time employees will accrue sick leave at the rate of eight (8) hours per month, beginning with the employee's date of hire. Sick leave shall not accrue beyond 720 hours. Part-time employees shall accrue sick leave on a pro rata basis in accordance with hours worked.

An employee who returns following a layoff or a leave without pay shall have reinstated sick leave credits previously accrued.

12.2 UTILIZATION

Employees are eligible for sick leave for the following reasons:

- A) Personal illness, physical disability, or use of the Employee Assistance Program;
- B) Illness in the immediate family as defined by the Oregon Family Leave Act (OFLA) and federal Family and Medical Leave Act (FMLA);
- C) Doctor or dental appointments.³

The District may require a doctor's verification of illness as a condition of payment of sick leave benefits if the District has reason to believe that the employee is abusing sick leave or if employee attendance is a problem.

12.3 WORKERS' COMPENSATION

Occupational injuries incurred on the job are covered by workers' compensation statutes. An employee may request to use their sick leave accrual to supplement their salary to their "net" Pay.⁴

In the event an employee chooses not to use sick leave or depletes their sick leave accrual, the District shall continue to provide benefits as provided by state statute.

12.4 ABUSE

Abuse of sick leave is cause for disciplinary action.

12.5 CASH-OUT

³ It was understood in negotiations that, if possible, employees will schedule preventative health and/or dental care appointments during non-working hours.

⁴ "Net" pay is the employee's gross salary at the time of the injury or illness, less deductions for federal and state income tax and FICA.

Upon termination or retirement, in recognition of the responsible use of employee sick leave and in recognition of the concept of rewarding wellness, employees will be paid for unused sick leave hours at the following percentage rates as attached to years of service:

Up to 5 years of continuous service:	10% of unused sick leave
6–10 years of continuous service:	15% of unused sick leave
11–15 years of continuous service:	20% of unused sick leave
Over 16 years of continuous service:	25% of unused sick leave

12.6 SICK LEAVE DONATION

Employees may donate sick leave, or vacation leave to employees in accordance with policy. An employee may donate up to forty (40) hours of accrued sick leave per year so long as they maintain at least 160 hours of sick leave balance.

ARTICLE 13 — MILITARY TRAINING

Military leave shall be granted as provided by law.

ARTICLE 14 — LEAVE OF ABSENCE

14.1 CRITERIA AND PROCEDURE

The District will consider a written application for leave of absence without pay not to exceed 120 calendar days. The written application must describe the reason for the request and confirm a specified date at which the employee is expected to return to work. The District may terminate or cancel such leave by ten (10) days' written notice, mailed to the address given by the employee on his/her written application for such leave, in the event of an emergency which requires the employee to return to work. Such leave shall not be approved for the purpose of accepting employment outside the service of the District with the exception of accepting an official position with American Federation of State, County, and Municipal Employees (AFSCME); and notice that the employee has accepted employment or entered into full-time business or occupation other than with AFSCME may be accepted by the District as a resignation.

The Superintendent may, at his/her discretion, extend leaves beyond the specified time.

Whenever an employee is granted a leave without pay, the employee shall first be required to utilize any accumulated paid leave time (excepting sick leave and up to 40 hours of vacation and/or floating holidays) prior to being placed on a leave without pay status.

Any employee who is granted a leave of absence without pay under this section and who for any reason fails to return to work immediately upon the expiration or termination of said leave of absence shall be considered as having resigned his/her position with the District. Employees returning to work from a leave of absence shall be returned to work in accordance with provisions of Section 19.5.

Employees on leave without pay, for any reason, shall not accrue any benefits unless otherwise specified in this agreement.

14.2 JURY DUTY/WITNESS

An employee shall be paid in full for time spent on jury duty. If the employee is released from duty early the employee will return to work. All compensation, less mileage, will be transferred to the District.

An employee subpoenaed as a witness in a court case will receive his/her regular rate of pay while complying with the subpoena during the regular working hours, provided the employee is a disinterested party in the case or the employee's involvement is a result of the employee's employment with the District. If the employee is released from court early, the employee will return to work. All compensation, less mileage, will be transferred to the District.

An employee will not receive compensation from the District if they are subpoenaed in a court case in which the employee has a personal or fiduciary interest outside his/her employment with the District. Annual leave may be taken for such purposes.

The District will not provide compensation for any employee participating in action taken against the District.

14.3 BEREAVEMENT

In the event of death of an employee's or spouse's/domestic partner's immediate or step-family member (parent, grandparent, grandchild, sibling, child, spouse, domestic partner, or other parent equivalent), the supervisor will approve paid bereavement leave up to a maximum of three working days. This leave time will not be deducted from accumulated sick or vacation leave. The employee may take up to two weeks of OFLA leave to attend a funeral (or alternative ceremony), to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. In addition to the three paid working days, the employee may use any accumulated paid or unpaid leave time. The three days provided by the district will run concurrently with the two weeks of OFLA.

14.4 PARENTAL LEAVE

The District shall allow parental leave in accordance with state statute.

14.5 UNION LEAVE

Based on operational needs of the District, employees elected to any Union office or selected by the Union to attend conferences, seminars or conventions shall be allowed time off without pay. Such leave shall be limited to no more than two (2) employees at any one time.

14.6 FAMILY LEAVE

Family leave will be granted in accordance with state (OFLA) and federal (FMLA) law.

ARTICLE 15 — UNIFORMS AND EQUIPMENT

Uniforms shall be provided for maintenance workers and custodians. Rain gear and a jacket shall be provided and maintained for those employees who are required to work outside in inclement weather or who are required to work in situations that would require such clothing. Such clothing shall fit the employee adequately. A joint labor/management committee will recommend said uniforms.

Any safety clothing or equipment required to be worn or used by employees shall be furnished and maintained by the District.

District clothing shall be provided for all employees who are required to wear the same.

ARTICLE 16 — DISCIPLINE

16.1 DISCIPLINE AND DISCHARGE

No employee shall be disciplined or discharged except for just cause. Oral warnings are not considered to be discipline and may not be protested through the grievance procedure.

16.2 PROBATIONARY EMPLOYEE

This article shall not apply to any employee on probation as defined in Article 17.

16.3 IMPOSITION

If a supervisor has reason to discipline an employee, the supervisor shall make reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the public.

16.4 DUE PROCESS

In the event the District believes an employee may be subject to discipline greater than a written reprimand, the following procedural due process shall be followed:⁵

- A) The employee shall be notified of the charges or allegations that may subject him/her to discipline.
- B) The employee shall be notified of the disciplinary sanctions being considered.
- C) The employee will be given an opportunity to refute the charges or allegations either in writing or orally in an informal hearing.
- D) At his/her request, the employee will be entitled to Union representation at the informal hearing.
- E) The employee will be notified of the final decision, and if a grievance is filed, Step 2 of the grievance process can be skipped.

16.5 JUST CAUSE STANDARDS

For the purpose of this agreement, just cause shall be determined in accordance with the following guidelines:

- A) The employee shall have some warning of the consequences of his/her conduct, unless the conduct is of such a nature that no prior warning is necessary in the eyes of a reasonable person.
- B) If a rule or order is the subject of the alleged misconduct, it must be reasonable and applied evenhandedly, if appropriate.
- C) The District must conduct a reasonable investigation.
- D) It must be determined, by a preponderance of evidence, that the employee is guilty of the alleged misconduct or act.
- E) The discipline must be appropriately based on the severity of the misconduct or the actual or likely impact the misconduct has or would have on the District's operation.
- F) The employee's past employment record shall be considered, if appropriate, based on the severity of the act.

The above guidelines shall not preclude the Union from raising issues appropriate to defend employees in an arbitration setting.

⁵ Notification to the employee in this section shall include the Local Union President unless the employee designates otherwise.

ARTICLE 17 — PROBATIONARY PERIOD

Every employee hired into the bargaining unit shall serve a probationary period of six (6) months which may be extended up to an additional six (6) months at the discretion of the District. Employees shall be given timely written notice of probation extension and such notice shall include a description of the employee's deficiencies. The Union recognizes the right of the District to terminate or discipline probationary employees for any reason, with or without cause, and any such discipline shall not constitute a violation of this contract and shall not be subject to the grievance procedure.

ARTICLE 18 — SETTLEMENT OF DISPUTES

18.1 GRIEVANCE PROCEDURE

Any dispute concerning the application, interpretation, or enforcement of this agreement shall be resolved in the following manner and sequence:

Step 1. If, after first attempting to resolve the dispute informally, the grievance remains unresolved, the affected employee(s), with or without Union representation, shall present the grievance in writing within ten (10) workdays immediately following the date the employee had or should have had knowledge of the grievance to the management team responsible for his/her supervision. The management team shall consist of the employee's immediate supervisor, Program Manager (where applicable), Manager (where applicable), the Division Director (where applicable), and the Superintendent. The Administrative Services Division Director will generally be present at all management team meetings under this article.

At this and each subsequent step of the grievance procedure, the written grievance shall include:

- (1) A statement of the grievance and the factual allegations upon which it is based;
- (2) The section(s) of this contract alleged to have been violated;
- (3) The remedy sought;
- (4) The name and signature of the individual(s) submitting the grievance.

The grievance shall be delivered to the Administrative Services Division Director or a designee for distribution to the appropriate management team.

Discipline greater than a written warning or reprimand: In the event an employee disagrees with a disciplinary action and wishes to pursue a grievance, the employee must follow the process in Step 1. If no resolution is reached with the immediate supervisor within the ten (10) days specified in Step 1, the Union may pursue the grievance to Step 3 within the timelines specified therein. If pursued to Step 3 the written grievance must include items 1 through 4 specified in Step 1 and the date the informal discussion occurred with the immediate supervisor.

Step 2. Within ten (10) workdays immediately following his/her receipt of the grievance, the District will schedule a meeting to give the employee/Union an opportunity to discuss the grievance with the management team.

Within 20 workdays of the submission of the grievance at Step 2, the management team shall make a decision regarding the status of the grievance and present same in writing to the employee/Union.

Step 3. If the grievance remains unresolved and the Union wishes to pursue it further, they shall notify the District Superintendent in writing within ten (10) workdays of receipt of the management team's response. Within the same time frame, the Union shall also request a list of seven (7) names from the State Conciliation service. The parties shall alternately strike one name from the list until only one name from the list remains.

The Union shall strike first. The remaining individual shall be the arbitrator. The striking shall be conducted no later than ten (10) workdays after receipt of the list.

18.2 ARBITRATOR GUIDELINES

The arbitrator shall render a written decision within 30 days. The powers of the arbitrator shall be limited to interpreting this agreement and determining if it has been violated. The arbitrator shall not have power to alter, modify, add to or detract from the terms of this agreement. The decision of the arbitrator shall be binding on both parties.

Expenses for the arbitrator's services and the proceedings shall be borne by the losing party. Each party shall be responsible for the cost of presenting its own case to arbitration.

18.3 TIME LIMITS

All parties subject to these procedures shall be bound by the time limits contained herein. If either party fails to follow such limits, the following shall result:

- A) If the grievant or the Union fails to respond in a timely fashion, the grievance may be pursued to the management team level in the procedure, but it shall not be subject to arbitration.
- B) If the District, at any step, fails to respond in a timely fashion, the grievance shall proceed to the next step.

All time limits specified in this article may be waived by mutual consent of the parties.

ARTICLE 19 — SENIORITY

19.1 DEFINITION

Seniority shall be established from the last date of hire and continue to accrue during all paid time in the bargaining unit. Part-time employees shall accrue seniority proportionate to the number of hours worked in their workweek divided by 40 hours.

In the event two (2) or more employees are hired on the same date, seniority ranking shall be determined by the flip of a coin.⁶

Seniority shall be terminated if an employee:

- A) Resigns;
- B) Is discharged for just cause;
- C) Is laid off and fails to respond to written notice as provided in this article, Section 19.6;
- D) Is laid off work for a period of time greater than eighteen (18) months;
- E) Is retired.

19.2 REDUCTION IN FORCE

⁶ It was agreed in negotiations that any current seniority ranking disputes that are a result of employees being hired on the same date, will also be resolved by the flip of a coin.

Layoffs (defined in Section 19.3) shall be made within each job classification on the basis of seniority, unless the District determines that a bona fide special operational skill, knowledge, ability, or need exists that requires retention of a less senior employee.

19.3 DEFINITION OF A LAYOFF

A layoff shall be defined as any reduction in hours that would result in the change of benefit status or the complete elimination of a position, either of which is due to lack of work, lack of funds, curtailment of programs, or redirection/reorganization of the work being performed. Examples of a benefit status change include but are not limited to changing from full-time status (40 workweek hours) to a part-time status (20–39 workweek hours), or changing from part-time status (20–39 workweek hours) to a non-benefited, part-time status (less than 20 workweek hours).

19.4 BUMPING

An employee whose job classification is in one of the outlined job families (refer to Appendix B) and is subject to a layoff as provided herein may bump into a lower classification provided said employee has more seniority than the least senior employee in said lower classification, and said employee has the necessary skills, knowledge, and abilities to perform the work of the position to which said employee desires to bump. The District shall solely determine skills, knowledge, abilities, or need.

The pay rate for the employee bumping into the lower classification will be maintained at the current level, unless it is above the maximum pay range of the lower classification. In that case, the employee shall receive the highest pay rate available in the lower classification range.

An employee wishing to exercise a potential bumping privilege as provided herein shall notify the District within five (5) working days upon receipt of a notice of layoff.

19.5 RECALL

Employees shall be recalled from a layoff on the basis of their classification seniority so long as such recall is within eighteen (18) months of their layoff date. Employees who bump into a lower classification or accept a recall to a lower classification shall retain recall rights to the employee's original classification as long as the employee continues to accrue seniority. A laid-off employee shall be offered recall to any lesser classification for which the employee is qualified as determined solely by the District. The District's determination of qualification for the lesser classification is not grievable. The acceptance or refusal of the offer will not affect the employee's recall rights to the classification held at the time of layoff.

19.6 NOTICE

The District agrees to notify, in writing, employees and the Union President with as much notification as possible but not less than two (2) weeks prior to any layoff except for short-term layoffs (see Article 19.7). The Union may suggest to the District an alternative to a layoff.

It shall be the responsibility of the laid-off employees to keep the District informed of the address at which they may be reached and reemployment shall be offered in person or by certified mail addressed to the last address furnished by the employee. When an offer of reemployment has been made, the laid-off employee shall advise the District of acceptance within one (1) calendar week and shall be able to report for duty within ten (10) days of the receipt of the notification by the District, unless prevented by circumstances beyond his/her control from reporting within that time period. Any employee who fails to accept reemployment at his/her previous position when offered by the District in accordance with provisions of this article shall be deemed to have forfeited all rights hereunder.

19.7 REDUCTION IN FORCE - SHORT-TERM Short Term Layoffs

Due to low enrollment in the District's youth summer camp, winter break camp, and spring break camp programs, a short term layoff process is necessary.

Willamalane Summer Camps:

- The District will contact all Union staff scheduled to work in the program by 7pm on each Thursday to notify each employee of the status of work for the following week. During a holiday week, such as July 4, the District may contact staff on an earlier day of the week.
- Employees will notify the District by 10am on Friday (the following day) if they will be able to take the shift assigned.
- Employees will be recalled by seniority and may exercise bumping rights as stated in the contract.
- Employees will be able to utilize accrued vacation during weeks they have reduced scheduled hours.
- Union employees will be recalled prior to NBU staff.
- If an employee is on layoff status for an entire month or has hours reduced below 20 (25 beginning 7/1/12) hours per week (first of month to end of month), the District will offer COBRA coverage for health insurance.

Winter and Spring Break Camps:

- The District will post a call for work assignments for Union staff 45 calendar days prior to the first day of the camp program.
- Union staff will complete requests for work assignments 38 calendar days prior to the first day of the camp program. Requests will be prioritized by seniority.
- The District will post tentative work assignments (based upon Union staff requests) 28 calendar days prior to the first day of camp program. Tentative work assignments will be based upon enrollment history.
- The District will post final work assignments 7 calendar days prior to the first day of camp program. Final work assignments will be based upon actual enrollment figures.
- Employees will be able to utilize accrued vacation during weeks they have reduced scheduled hours.
- Union employees will be recalled prior to NBU staff.

Major schedule changes (e.g. trimesters, increased spring, winter, and summer break periods, etc.) to the school year schedule implemented by Springfield Public Schools will impact camp programs. For this reason, Short Term Layoffs will need to be reviewed by Union and Management if major schedule changes occur.

ARTICLE 20 — STRIKES

20.1 NO STRIKE

The Union and its members, as individuals or as a group, will not initiate, cause, participate or join in any strike, work stoppage, or slowdown, or any other restrictions of work at any location in the District during the term of this contract. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established in the District by the Union or by any other labor organization when called upon to cross picket lines in the line of duty. Disciplinary action, including discharge, may be taken by the District against any employee or employees engaged in a violation of this article.

20.2 UNION OBLIGATION

In the event of a strike, work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form either on the basis of individual choice or collective employee conduct, the Union will immediately, upon notification, attempt to secure an immediate orderly return to work.

20.3 LOCKOUT

There will be no lockout of employees in the unit by the District during the term of this agreement.

ARTICLE 21 — PERSONNEL RECORDS

21.1 FILES

There shall be only one (1) official personnel file for each employee and that file shall be maintained at the Administration Center. Employees may inspect the contents of their official personnel file, except for confidential reports from previous employers, in the presence of an authorized District representative.

21.2 GRIEVANCES

No grievance material shall be kept in employee personnel files after the grievance has been resolved, except the resolution itself.

21.3 SIGNATURE REQUIREMENT

No information reflecting critically upon employees shall be placed in their personnel files that does not bear their signature unless the document is a termination notice. Employees shall be required to sign such material to be placed in their personnel file provided the following disclaimer is attached:

“The employee’s signature does not necessarily indicate agreement.”

If an employee is not available within a reasonable period of time to sign the material, the District may place the material in the file provided a statement has been signed by two (2) District representatives that a copy of the document was mailed to the employee at his/her address of record.

21.4 WRITTEN RESPONSE

If employees believe that any of the above material is incorrect or a misrepresentation of facts, they shall be entitled to prepare, in writing, an explanation or opinion regarding the adverse material. This response shall be included as part of their personnel file until the material is removed. It is understood that written warnings or employee evaluations are not subject to the grievance procedure contained herein unless otherwise specified.

21.5 OTHER INCLUSIONS

Employees may include in their personnel files copies of any relevant material they wish, such as letters of favorable comments, licenses, certificates, college course credits, or any other material that is job-related.

ARTICLE 22 — GENERAL PROVISIONS

22.1 INCLEMENT WEATHER

If the Superintendent announces the closure of the District due to inclement weather, employees will be paid for such leave time for a maximum of two (2) days per year. In the event the District remains open during inclement weather, leave time taken by an employee will be charged against vacation, compensatory time, or leave without pay.

22.2 GENDER REFERENCE

All references to employees in this agreement designate both sexes and wherever the male or female gender is used, it shall be construed to include male and female employees unless otherwise specified.

22.3 PROCEDURES AND RULES

The District agrees to provide the Union with copies of all changes to policies, procedures, and work rules affecting the bargaining unit.

22.4 LOSS OF WORK SITE

Employees experiencing sudden loss of work site due to a major breakdown, and thus a temporary interruption of work, will be reassigned if at all possible. If not possible, employees will be retained at their normal rate of pay for up to two (2) workdays. After this time, employees will use their vacation and/or compensatory accounts and following that will be laid off.

22.5 NON-DISCRIMINATION

The District and the Union jointly recognize that they are each required by law not to discriminate against or harass any person by reason of Union membership, age, sex, race, religion, color, national origin, ancestry or political affiliation.

22.6 UTILIZATION OF FACILITIES/PROGRAMS

Employees and their immediate household family members and legal dependents (family) may utilize District facilities as follows:

- A) Pools (Play Swim Lap Swim, Exercise on Your Own, Adult and Child Swim and Pre-School Kiddie Pool Play Swim Programs at LPSC/WPSC: Employees and their family at no cost.
- B) Willamalane Center for Sports and Recreation: Employees and family may join the Willamalane Center fitness center free of charge. See Human Resources for details.
- C) Non-registered Special Events: All employees and family at no cost. Examples are Children's Celebration and mEGGa Hunt.
- D) Rentals: Employees shall receive a 25% discount at the In-District rate for District rentals. The District reserves the right to limit or exclude specific facilities and/or equipment.
- E) Programs: Employees and family shall receive a twenty-five percent (25%) discount from the In-District rate for program registrations one week prior to the beginning of the program. Incidental program fees (contractual fees, admissions, fares, food) must be paid in addition to twenty-five percent (25%) discount. This applies to programs registered in person. The discount is not eligible for on-line registration.
- F) Employees will receive a fifty percent (50%) discount on tuition of child care programs operated by the District (specifically, Little Kids Club summer camp, Little Kids Club before-and after-school care, Kids Club summer day camp; Kids Club before-and after-school care; and the Sixth Grade Adventure Camp and Teen Challenge Camp).
 - a) Dependent children only. (District may request verification of relationship to employee).
 - b) Registration, late charges, and other fees related to the program will be assessed at full price.
 - c) Out-of-District employees will be assessed the Out-of-District rates before the fifty percent (50%) discount is applied.
 - d) Employees and dependent children are subject to all guidelines outlined in the patron handbooks.

- e) The District reserves the right to make arrangements so that dependent children are not supervised by a parent who may be employed in the child care programs.

22.7 WORKING OUT OF CLASS

Employees required to work in a job classification with a higher pay range for 16 hours or more during a pay period, shall receive premium pay⁷ except when the employee is enrolled in a specific departmental training program that does not exceed six (6) weeks. The employee shall be given written verification of the specifics of said training program. If the required work in a job classification with a higher pay range is anticipated due to anticipated leave of an employee, the 16 hours will be waived.

22.8 UNION INFORMATION

The District will allow the inclusion of Union membership materials in its new employee information packets.

22.9 JOB OPENINGS

Notice of all job openings within the bargaining unit shall be posted on bulletin boards for a period of five (5) working days, with a copy mailed to the Union.

22.10 JOB SHARING

Upon mutual agreement of the supervisor and the affected employees and after notice to the Union, job share for full-time positions may be implemented. Job share employees will receive benefits as prescribed herein for part-time employees. Individual salary review dates will be established for job share employees.

Job share requests shall not be unreasonably denied but if denied shall not be subject to the grievance procedure.

22.11 BACKUP COVERAGE

In the event an employee is sick, the employee shall not be required to secure a replacement for his/her position. In all other situations of leave, the District will supply the employee with an up-to-date list of potential replacements.

22.12 DRUG AND ALCOHOL TESTING

Drug and alcohol testing as regulated by the Federal Department of Transportation will be performed on employees who are required by the District to hold a commercial drivers license.

Drug and alcohol testing will be performed on any employee whose performance on the job is impaired by the suspected use of drugs or alcohol as outlined in the Personnel Policy. (This will be initiated on the basis of reasonable suspicion.) Drug and alcohol testing will be performed on authorized district drivers as outlined in the Personnel Policy. The District or Union may request to reopen the contract if any changes are made to the Department of Transportation rules and regulations. Please refer to the Willamalane Personnel Policy for specific information regarding drug and alcohol testing.

22.13 CALL TIME

If a work assignment is canceled, the District will make every reasonable effort to contact the employee who is scheduled to work. If the District is unable to contact the employee and the employee reports to work, the

⁷ Premium pay shall be the beginning step of the higher classification range or five percent (5%) above the employee's regular salary (whichever is greater), commencing with the 17th hour of the assignment and continuing until it is terminated.

employee shall be reassigned to other available and suitable work if possible. If there is no other available and suitable work the employee will be paid two (2) hours of pay and be relieved from duty.

If an employee receives a call regarding work issues that are of an emergency nature during non-work time, the employee will be paid 30 minutes for the call or the actual time of the call if over 30 minutes. Full-time employees will be allowed to accrue comp time and Part-time employees will be paid for the time. If an employee incurs overtime for the call, comp time or paid time will be incurred at time and a half (1.5).

22.14 INTERNSHIPS

The District will use internships to develop and enhance students in their pursuit of on-the-job training. The use of interns will not displace bargaining unit employees.

ARTICLE 23 — SAVINGS CLAUSE

Should any portion of this contract be held contrary to law, such decision shall apply only to the specific portion thereof directly specified and all other provisions of this agreement shall remain in full force and effect for the duration of this agreement. Upon such declaration, the parties agree to immediately negotiate a substitute, if possible, for the invalidated portion thereof.

ARTICLE 24 — TERM OF AGREEMENT

This agreement shall be effective as of July 1, 2014, unless otherwise specified herein and shall continue in effect through June 30, 2017. The agreement shall automatically be renewed from year to year thereafter unless one of the parties notifies the other of their intent to negotiate a successor agreement by December 15 prior to the expiring year of the agreement.

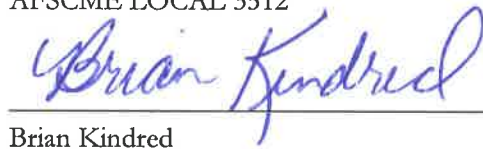
WILLAMALANE



Bob Keefer
Superintendent

Date: 07-24-2014

AFSCME LOCAL 3512



Brian Kindred
Local President



JaNell Earley
Council Representative

Date: 8-4-14

APPENDIX A

NOTE: During the term of this contract, the Wage/Salary Schedule will be updated at the beginning of each fiscal year or to comply with a mandatory minimum wage increase.

**WILLAMALANE PARK AND RECREATION DISTRICT
WAGE/SALARY SCHEDULE for BARGAINING UNIT POSITIONS
Effective July 1 2014, for Salaried BU Employees
Effective June 8, 2014 for Hourly BU Employees**

FY 15

Range	Job Title	Payroll Rate Code	Hourly Range	Monthly Range*	Yearly Range*
A-BU					
B-BU			9.10 - 12.38	1,577 - 2,146	18,928 - 25,750
C-BU	Activity Leader	R ACTLDR BU	10.02 - 13.01	1,737 - 2,255	20,842 - 27,061
D-BU	Van Driver	R VANDRVR BU	10.83 - 14.06	1,877 - 2,437	22,526 - 29,245
E-BU	Program Leader Programmer Recreation Aide II	R PRGLDR BU R PROG BU R REC AIDE II BU	11.70 - 15.24	2,028 - 2,642	24,336 - 31,699
F-BU	Custodian Aide III Office Assistant II	R MAIN III BU R OFFICE II BU	12.66 - 16.46	2,194 - 2,853	26,333 - 34,237
G-BU	Park Aide III	R PARK III BU	13.75 - 17.89	2,383 - 3,101	28,600 - 37,211
H-BU	Billing Clerk Bus Driver Purchasing Clerk Office Assistant III Site Coordinator	R BILLCLK BU R CDLDRVR BU R PURCHCLK BU R OFFICE III BU R SITE BU	14.89 - 19.35	2,581 - 3,354	30,971 - 40,248
I-BU	Park Aide IV	R PARK IV BU	16.11 - 20.95	2,792 - 3,631	33,509 - 43,576
J-BU	Accounting Clerk Bldg Maintenance Specialist II Office Assistant IV Park Specialist I Recreation/Program Coordinator Registration Assistant	R ACCTCLK BU R CUST II BU R OFFICE IV BU R PARKSP I BU R RECOORD BU R REGAST BU	17.72 - 23.00	3,071 - 3,987	36,858 - 47,840
K-BU	Structures Assistant Administrative Asst	R STRUCT BU R ADMINASST BU	18.89 - 24.57	3,274 - 4,259	39,291 - 51,106
L-BU	Aquatics Specialist-Pool Operator Irrigation Specialist II Mechanic/Equipment Specialist Information Services Support Technician Park Specialist II Structures Assistant II	R POOLSPEC BU R IRRIG II BU R MECHEQP BU R ISSUPPORT BU R PARKSP II BU R STRUCT II BU	20.48 - 26.65	3,550 - 4,619	42,598 - 55,432
M-BU	Public Affairs Coordinator	R PACOORD BU	21.90 - 28.45	3,796 - 4,931	45,552 - 59,176
N-BU	Electrician	R ELECT BU	23.43 - 30.46	4,061 - 5,280	48,734 - 63,357
O-BU	Landscape Architect Planner GIS Analyst	R LANDSCP BU R PLANNER BU R GISANALYST	25.05 - 32.56	4,342 - 5,644	52,104 - 67,725
P-BU			26.84 - 34.89	4,652 - 6,048	55,827 - 72,571
Q-BU	Senior Planner	R SPLANNER BU	28.72 - 37.33	4,978 - 6,471	59,738 - 77,646
R-BU			30.72 - 39.91	5,325 - 6,918	63,898 - 83,013
S-BU			33.50 - 43.55	5,807 - 7,549	69,680 - 90,584

* Based on full time equivalent.

APPENDIX B

JOB CLASSIFICATIONS ELIGIBLE FOR BUMPING

Park Specialist II



Park Specialist



Park Aide IV



Park Aide III

Custodian II



Custodian I



Custodian Aide III

Office Assistant IV



Office Assistant III

Recreation Coordinator – Community Recreation



Site Coordinator



Program Leader



Activity Leader

Structures Assistance II



Structures Assistant

All other job classifications in the bargaining unit will not be eligible for bumping.